

Community Facilities Booking Form 2526



SECTION 1: Applicant/Group Details - The individual here is responsible for let and payment

Full Name		
Group Name		
Address		
Post Code		
Email Address		
Contact Number/s		

SECTION 2: Accommodation/Let Details

Community Centre:	
Activity:	
Accommodation Requested:	

Licenced Event: Yes ☐ No ☐

Frequency of Let: One off ☐ Daily ☐ Weekly ☐
Fortnightly ☐ Monthly ☐

Date(s)/ Times requested:	Day	Start Date	End Date	Start Time	End Time
nb Extra					
space at					
end of form					

Specific dates your Let is not required: e.g., Public Holidays

Approx. Number of Attendees: Male Female Total

Participant / Attendance Fees Charged: Activity / Daily Weekly
Membership Annual

Additional Information/ set up required:

SECTION 3a: Declaration - Bouncy Castle Conditions (if applicable)

Glasgow Life must follow guidelines issued by the Health and Safety Executive and the organisations which regulate the bouncy castle industry. A bouncy castle hire company must provide the following paperwork when using a bouncy castle within a Glasgow Life facility. Note venue managers will inform applicants when and if Bouncy Castles / Inflatables are allowed.

Please tick below

1	Do you intend to have inflatables during your Let	Yes	
		No	

SECTION 3b: Declaration - Conditions of Let (if applicable)

	It is a condition of this let that you:	Please Tick
1	Are in possession of current public liability insurance of £5m	
2	Are in possession of relevant, up to date qualifications relating to your let activity	
3	Are in possession of relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988	
4	Are in possession of relevant licences under The Children (Performances) Regulations 1968	
5	You have the relevant PAT testing certificates in place for electrical equipment (if applicable)	
6	You have carried out appropriate risk assessments	
7	You are registered with the Care Inspectorate for lets relating to childcare activities	
8	You have TheMusicLicence (if required)	
9	Are in possession of any additional licenses required for your let activity: Please list	

SECTION 3c: Protection of Vulnerable Groups (if applicable)**Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Scheme)**

YES NO

Do you provide organised and supervised activities for children less than 16 years of age and/or protected adults?		
If yes, please answer the following:		
Do you know about the PVG Scheme and are you fully aware of the implications for your organisation?		
Do you know that anyone you recruit to do 'regulated work' (whether paid or unpaid) must not be barred from work with children and/or protected adults?		
It is an offence to use someone in a regulated work position if they are barred. You should therefore ensure they are PVG Scheme members		
Are you registered with CRBS, Disclosure Scotland or with a recognised umbrella body?		
Are people recruited by you into a regulated work position (paid or unpaid) since 28 February 2011 PVG Scheme members?		
Does your group have a Child Protection Policy and/or Protecting Vulnerable Adults policy which incorporates a code of conduct and procedures for responding to concerns?		
Have your leaders had child protection training?		
Does your organisation take all reasonable steps to make sure that children, young people, vulnerable adults and those who work and support them are kept safe during the organisation's activities?		

SECTION 3c: Declaration (continued)

I declare the fore going to be a true and accurate statement and accept responsibility for payment of all charges, including damage to property as the result of occupancy of premises. I understand that all activities must be organised in accordance with Glasgow Life's policy and that failure to disclose any relevant information may lead to the let being cancelled or altered and additional charges may be made. Please also refer to Glasgow Life Libraries and Communities, Conditions of Letting Form for full details.

By signing this declaration you have read, understood and agree to all relevant to the terms and conditions of let included above and separately on our Conditions of Letting form.

Signature of Applicant: _____ **Date :** _____

OFFICE USE ONLY

Charge category of Let (£/per/h)

Booking Agreed

Standard		Commercial		Community	
Deposit		Still to Pay		Paid in full	
Yes		No		Total Let cost	

Staff: _____ Date _____ Management Signature: _____ Date : _____

OFFICIAL

Communities, Libraries and Learning Service Privacy Statement Description

Service: Glasgow Communities and Libraries ([Communities, Libraries and Learning](#))

([controller](#)) who we are:

Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal information collected by us that is necessary for our processing purposes. See contact us for details of our data protection officer

Specific ([purposes](#)) why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to provide you with the hire of a Community Facility and the subsequent invoicing for the hire. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records

Specific ([sharing](#)) who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. Your information will be shared with Glasgow City Council and Arms-Length External Organisations of Glasgow City Council.

Specific ([legal basis](#)) for using your information:

Processing your personal information is necessary for the performance of a contract or to take steps to enter into a contract with you. Processing is also necessary for compliance with legal obligations to which Glasgow Life and/or you are subject, such as Health and Safety, Protection of Vulnerable Groups and other applicable laws as set out in the conditions of let. The processing is necessary for reasons of substantial public interest and is authorised in terms of the Data Protection Act 2018. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can see a summary of how your rights are implemented for each legal basis used at:

www.glasgowlife.org.uk/privacy-rights

([more information](#)):

You can find more details for Community Facilities at: www.glasgowlife.org.uk/communities and more information about how we handle your personal information at: www.glasgowlife.org.uk/privacy. If you need help in another format e.g. large print, braille or audio, please ask a member of staff, contact us or visit:

www.glasgowlife.org.uk/accessibility

([contact us](#)):

You can contact our data protection officer about any data protection matter by post at this address: c/o Data Protection, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom, by email at: dataprotection@glasgow.gov.uk and by telephone on 0141 287 1055

HIRE COSTS			2025/26 Charge (£)			
Segment	Service	Item	Commercial (Max)	Commercial (Min)	Standard	Community
Community Facilities	Sports Hall	Per hour	126.00	63.00	31.50	14.70
	Large Hall	Per hour	126.00	63.00	31.50	14.70
	Medium Hall	Per hour	73.50	36.80	16.80	8.40
	Small Hall	Per hour	73.50	26.30	12.60	6.80

Additional Costs

Additional charges will apply depending on Let requirements / event specifications. Lets must be requested four weeks prior to let date; when the staffing rota is completed there may be additional charges applied.

PPL PRS Charges

Dependent on the type of Let additional PPL and/or PRS charges will be incurred this will be calculated retrospectively. Examples of Lets that would incur charges are:

- Dance Class
- Aerobics / Keep Fit / Zumba
- Dance Show / Recorded Music Event
- Live Music Event

www.glasgowlife.org.uk/communities
www.glasgowlife.org.uk/venue-hire

Date(s)/Times
requested (Addt):

[illegible]